Electronic Provincial Examinations

System User Manual

Last Update: September 28, 2015

Grade 10, 11 and 12 e-Administration

and

Grade 10 and 11 e-Marking

Technical Support – A. Willock Information Systems:
1-866-558-5339 (toll free)
support@awinfosys.com

e-Exam Security

Schools are required to install the e-Exam Security Control (where available) and ensure each workstation used for e-exams meets the computer and browser requirements posted at www.bced.gov.bc.ca/eassessment/eexam_computer_requirements.htm

Disqualification from Provincial Exam (formerly "Cheating")

If an invigilator suspects or is confident that a student is breaching exam rules in either a paper or an e-Exam, the student should be monitored for the remainder of the exam session and be allowed to continue writing.

Any attempt by a student to navigate outside the e-Exam, including accessing the internet, should be considered a potential incident. In addition, any response identified in either the local or central marking process (e.g.: using content from the internet, two identical exam papers, and plagiarized essays) will also be reviewed as a potential incident.

Students may be disqualified for breach of one or more of the following rules:

- Students must not be in possession of or have used any secure examination materials prior to the examination session.
- Students must not communicate with other students during the examination.
- Students must not give or receive assistance of any kind in answering an examination question during an examination, including allowing their exam to be viewed by others or copying answers from another student's exam.
- Students must not possess any book, paper or item that might assist in writing an examination, including a dictionary or piece of electronic equipment, that is not specifically authorized for the examination by Ministry policy.
- Students must not copy, plagiarize or present as their own, work done by any other person.
- Students must not remove any piece of the examination materials from the examination room, including work pages.
- Students must not continue to write or alter a response after the invigilator has stopped the examination session.

At the conclusion of the exam, the exam materials, any unauthorized materials and a full report should be submitted to the Student Certification Unit using the Disqualification Report form, located in Appendix A of the *Handbook of Procedures.*

The invigilator/principal must also inform the student of his/her intent to submit a report to the ministry to allow the student an opportunity to respond to the allegations. The student may submit his/her report to the ministry independently or include it with the school's report.

Consequences of Disqualification

Any student deemed to have been disqualified on a provincial exam will receive a mark of "0" on that exam. Students remain eligible to earn a better exam mark via an exam rewrite for a full twelve months after their initial attempt.

Before Students Enter the Lab

Before students enter the lab, please be sure to test (or have a technical support person test) each workstation that will be used to administer the e-Exams by navigating to the URL below and logging in to the e-Exam Pre-Administration System Test.

www.bced.gov.bc.ca/eassessment/eexam_preadmin.htm

Technical Tips for Computer Technicians

Computer Requirements	**PC:** Windows Vista; Windows 7, 8 and10 **MAC:** OSX 10.8, OSX 10.9, OSX 10.10 Detailed information regarding computer requirements is available at: www.bced.gov.bc.ca/eassessment/eexam_computer_requirements.htm
Supported Browsers	**PC:** Internet Explorer, Firefox, Chrome **MAC:** Safari, Firefox, Chrome Detailed information regarding required browser settings is available at: www.bced.gov.bc.ca/eassessment/eexam_computer_requirements.htm
Fonts:	The standard Browser Font settings for e-Exams should be: • Language Script: Latin Based • Web Page Font: Times New Roman • Plain Text Font: Courier New
Chinese Characters:	Some computers may display strange Chinese characters if the standard font setting is not set as stated above. Before logging in to the exam, right click on your mouse, and select "Encoding – Western European (ISO)".
Popup Blockers:	Must be turned "off" during the exam administration, that is, pop-ups must be **ALLOWED**. If a popup blocker is "on", then a blank screen will appear when you click on the "Login" button or the e-exam will open in a small window. If this is the case, then you have a hidden pop-up blocker on your system. This hidden pop-up blocker also causes the Confirmation Number that appears at the end of the student's exam to disappear quickly.
Trusted Sites:	You may need to list the exam server as a trusted site in your web browser or proxy server. If so, please use https://www.awinfosys.com as the trusted site, or call AWIS at 1-866-558-5339 for assistance.
Cookies:	Must be enabled. If cookies are disabled, you will continue to see the following error message: "the password entered is incorrect".
Java Scripting:	Must be enabled. If Java scripting is disabled, the system will display "Page Cannot Be Displayed" which will state a "Java Scripting Error".
Proxy Caching:	Must be turned "Off" during exam administration. This setting should be checked in advance.
Logging In Difficulties:	If you are having difficulties on the Login page, hit F5 on your keyboard (Apple + R on the Mac) to Refresh the screen and try logging in again.

Additional Oral, Speaking and Listening Tips	
Desktop Security: (IMPORTANT)	If you deploy desktop security such as Centurion Guard, Deep Freeze, Drive Shield, Clean Slate, Fortress, or any similar software that controls which software can permanently reside on the workstation, please add the PC Active X control and/or MAC control to your list of allowed software. This will reduce delays and frustration on exam day.
Downloads:	All Oral/Speaking Component exams will utilize a built-in Java-based recorder, therefore the Sound Control Bundle is no longer required to be downloaded or installed.
Sound Card:	Ensure each computer which will be used for language exams has a sound card installed.
Oral/Speaking/ Listening tips:	For Oral, Speaking and Listening exams, speakers, a microphone and/or headset may be required. Check the requirements of the exam to be conducted. Also, please check the Language Exam System User Manual at http://www.bced.gov.bc.ca/eassessment/pdf/speaking_eexams.pdf
Technical Support:	
	Questions should be directed to A. Willock Systems at 1-866-558-5339

If you are unsure on how to adjust any of recommended settings in your web browser, please contact your IT technician. Detailed information on required settings for support browsers is available at www.bced.gov.bc.ca/eassessment/eexam_computer_requirements.htm.

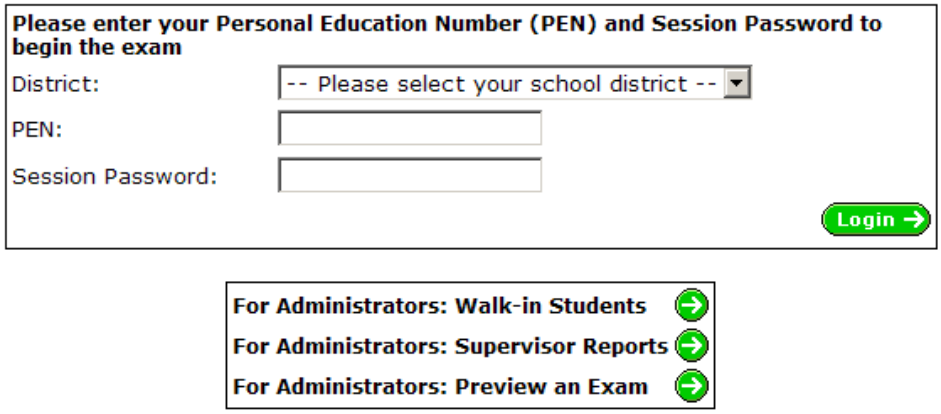
If you encounter any other problems during the set-up of workstations or during e-Exam administration, then please contact A. Willock Information Systems immediately at 1-866-558-5339.

How Students Login

- Go to: https://www.bced.gov.bc.ca/eassessment/eexams.htm

For Regular Exams

- Select the e-Exam Live link, https://www.awinfosys.com/eassessment/grad_secure.htm and the following login area appears:

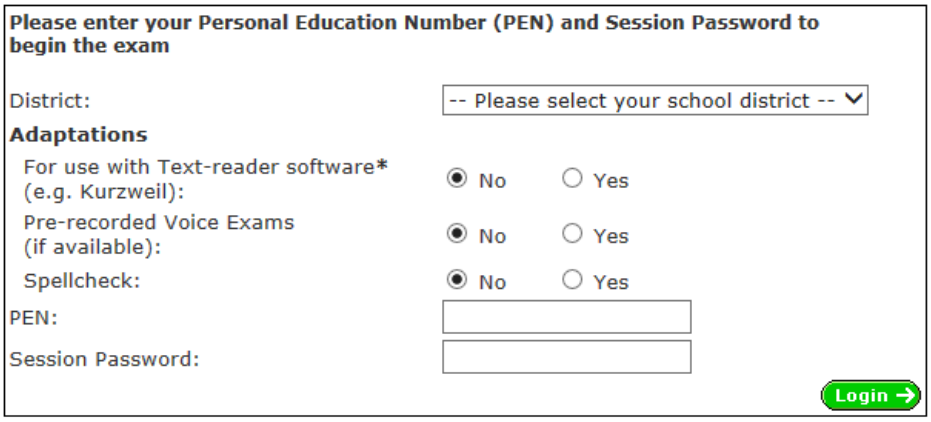

Please enter your Personal Education Number (PEN) and Session Password to begin the exam
District:
-- Please select your school district --
PEN:
Session Password:
Login
For Administrators: Walk-in Students
For Administrators: Supervisor Reports
For Administrators: Preview an Exam

The student will need to enter:

1. District – select the district from the drop down list; this is the school district that the student is registered with, unless they are writing in a different district (See Adding Walk-in Students)
2. Personal Education Number (PEN)
3. Session Password – this password is specific to the exam that the student will be writing. Each exam has a different session password; the session passwords are posted on the school secure web under the *Examination Resource Set Materials Download* link.

For Adaptations

- Select the ***e-Exam-Adaptations*** link https://www.awinfosys.com/eassessment/adj_secure.htm



The student will need to enter:

1. District – select the district from the drop down list; this is the school district that the student is registered with, unless they are writing in a different district (See Adding Walk-in Students)

2. Personal Education Number (PEN)
3. Session Password – this password is specific to the exam that the student will be writing. Each exam has a different session password; the session passwords are located at the school secure web under the *Examination Resource Set Materials Download* link.
4. Adaptation: students have the option to select from Text-reader, Pre-recorded Voice or Spellcheck. The invigilator will need to monitor students when they log on, to ensure that only students who have qualified for these adaptations access them.

Adaptation Descriptions:

Text-Reader Software

- Text-reader software is a third party computer program, such as Kurzweil or Dragon Naturally Speaking that will read the web. It is not provided by the Ministry of Education, nor is it a built-in component of the electronic exam system. Schools are required to purchase the program of their choice for use with the e-exams.
- The school is also responsible for ensuring that any text-reader software they are using is compatible and has been tested with their current Operating System and web browser versions prior to the exam session. In addition, schools should contact their School or District support technicians if they are experiencing difficulties in getting these applications to work correctly.
- Schools are encouraged to try a sample exam prior to the student's actual exam to ensure that it will work correctly. If schools are still having difficulties in navigating the e-exams, they can then contact the technical support team at the number below.
- In order for schools to utilize text-reader software, they must first launch the text-reader program, open a web browser it, and then navigate to the e-exam adaptations login page (https://www.awinfosys.com/eassessment/adj_secure.htm)
- Using the login credentials provided for each exam session, schools will then select the "For use with Text-reader software" YES radio button under the Adaptation section of the login page. This will launch the exam within the text-reader software's window. You can then use the features of the text-reader software to read each page, or question, of the exam.
- Please note that you MUST log in via the Adaptations login site, and not the normal e-exam secure login site, or the text-reader software may not work correctly.

Pre-Recorded Voice

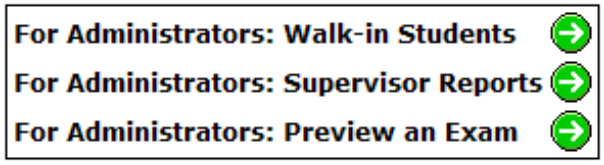
- Certain exams are made available as pre-recorded voice exams. This means that each question, response and supporting item in the exam have been recoded and are available for playback by the student using the green "play" button next to a specific piece of text ( ).
- Pre-recorded Voice exams are ONLY available for January and June Exams for EFP10, EN10, SC10, SS11, CIV11, COM12, EFP12, EN12, BCFNS12.
- Schools are encouraged to try a sample exam prior to the student's actual exam to ensure that students are comfortable with this adaptation.

Spell Check

- Instructions for using the Spell Check function are provided in the *"Special E-exam Features"* section on page 12.

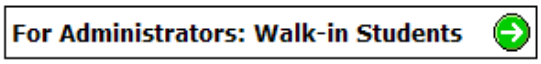
ADMINISTRATOR FUNCTIONS

The 'Administrators Functions' are accessible from the e-Exam main login screen, by clicking the green arrow beside the administrative option you wish to use once you have selected your district from the District drop-down menu..

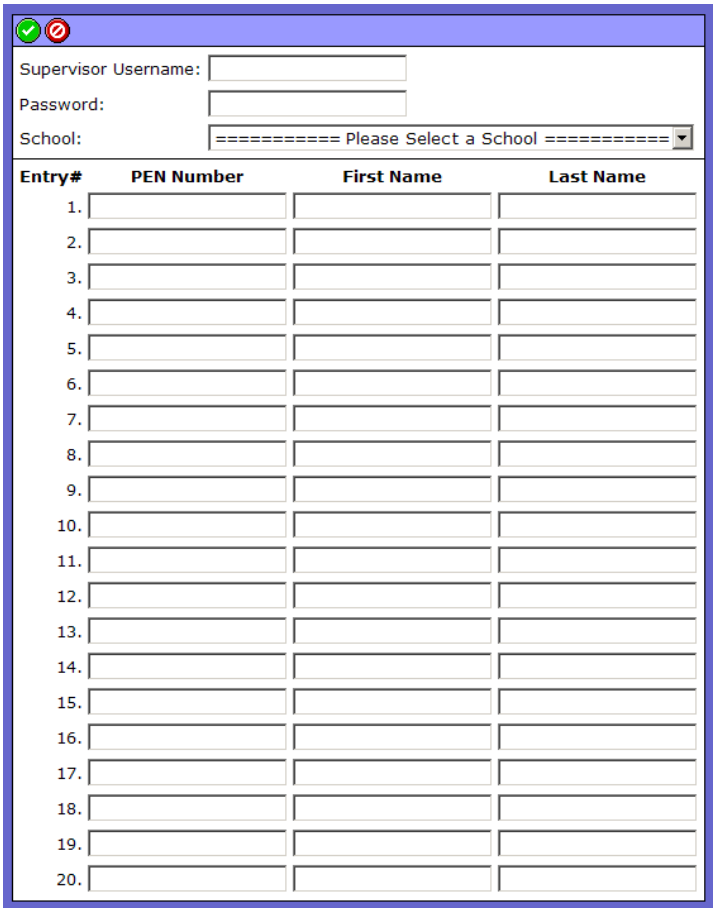


How to Add Walk in Students

If a student has recently entered the school and is not pre-loaded in the exam system, then the supervisor may click on the "Walk in Students" button to add that student to the e-exam system.

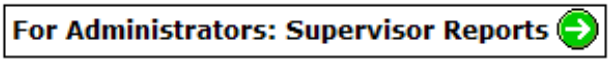


Up to 20 students may be added at a time. The supervisor must enter the Administrative Username and Password to be able to add a student to the system. These are available on the e-Exam Password letter provided by the Ministry prior to each exam session. Then enter the student's PEN #, First Name and Last Name, and click the green check mark so that the student is loaded into the system and may then log in to the exam.

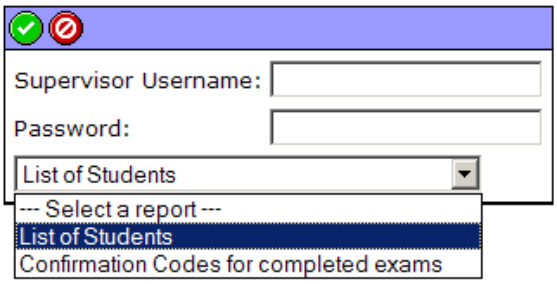


Administrator Reports

There are two administrator reports.



They can be run by entering the supervisor username and password, and selecting either of the following:



1. List of Students – this report will provide schools with a list of all students and their PEN numbers that are pre-registered for an e-exam. If a student is not on this list, they can be added using the "Add Walk-in Student" function above.

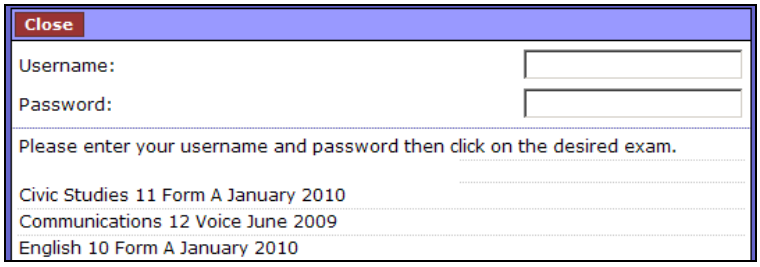
2. Confirmation codes for completed exams - Immediately after the exam session is complete and all students have submitted their exams, print a confirmation list* of all completed exams. The confirmation list must be checked to confirm that all students who wrote are on the list with the correct PEN and surname. Invigilators must sign this list confirming accuracy and give it to the principal for filing.
   *The confirmation list replaces the Signature Sheet which will no longer be used in electronic exam sessions.

To run either of these click the green checkmark in the top left corner of the box after entering the username and password and selecting the appropriate report.

Preview e-Exams

PDF copies of e-Exams will no longer be available through the Ministry of Education SSW site. An administrator or teacher can preview what an e-Exam looks like before administering the exam by using the "Preview e-Exam" link located in the Administrator Functions.

1. Click on the green arrow beside "Preview an Exam" in the administrative functions area. The following screen appears (example below)


Close
Username:
Password:
Please enter your username and password then click on the desired exam.
Civic Studies 11 Form A January 2010
Communications 12 Voice June 2009
English 10 Form A January 2010

1. Enter the Username and Password for Administrator Access. This information will have been sent to the school principal on the e-Exam password letter.

2. Click on the desired assessment name to go directly into that assessment.

Invigilation Tips

Logging In:

Once students have entered their login information, the system will enter into the exam and present an "Exam Rules" page. Read aloud the examination rules on the first screen immediately before the examination begins. It is important that students **DO NOT** have to use examination time to read over this information. The student can then continue to an exam instructions screen which will give students a brief description of the navigational features of the exam.

Instructions for Invigilators*:*

Read aloud the examination instructions on this screen immediately before the examination begins. It is important that students **DO NOT** have to use examination time to read over this information. Students must not click "Start Exam" to move to the next screen until the examination has formally begun and the official time limit is in effect. The student will then click on the Start Exam button to begin answering questions.

Supervision:

1. Invigilators and Supervisors must not read or comment on students' answers. An invigilator may examine a student's paper only if there is reason to suspect an irregularity such as cheating.

2. Students must be supervised at all times while an examination is in progress.

Interruptions:

In cases where the examination is interrupted by some unexpected event (e.g., a fire alarm), **ensure that the exact minutes out of the examination room are added to the regulation time**. Include "settling down" time. When the examination rooms are vacated, ensure that the doors are locked. Any unusual event should be reported **in writing** to the Student Certification Unit.

Completion:

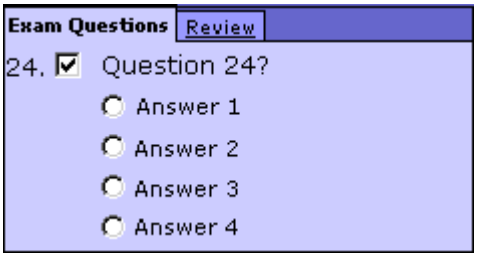
Once students have reached the end of the exam, the system will take them directly to the Review screen, which shows a list of all of the questions, and whether a question is Flagged or Unanswered. Instruct students to click on the "Submit" button at the bottom right side of the Review screen. The system will ask students to confirm the "Submit" and then provide them with a confirmation number. Once they have

clicked on the submit button, they can no longer work on, or re-enter into their exam.

How to Navigate the e-Exam

Flagging a Question:

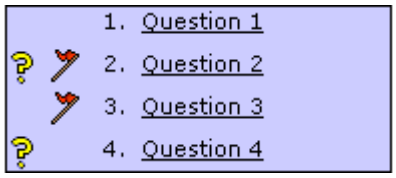
A student may flag a question for later review by clicking on the checkbox located on the right side of the question number. This will cause a flagged icon to appear beside the question on the review screen. A student can click on the question on the review screen to go directly to that question.



Unanswered Questions:

Questions that haven't been answered by the student will display a icon in the review screen. Students can click on the question to go directly to that question.

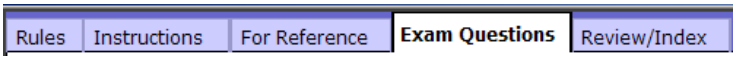
The Review Screen:



Question 1: Answered and not flagged
Question 2: Flagged and unanswered
Question 3: Flagged and answered
Question 4 Unanswered and not flagged

Toggling Between The Exam Questions / Instructions / Review Screen / Reference Section:

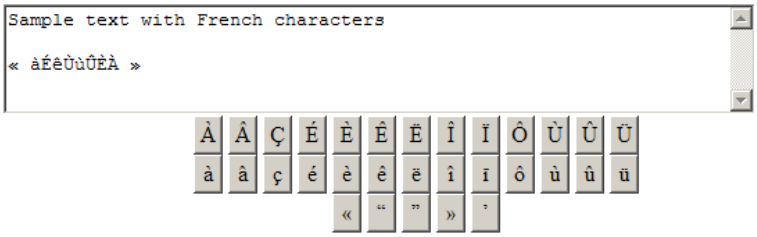
A student will automatically enter the review screen once they reach the end of the exam, however, a student may also enter the rules screen,. review screen, the instruction screen, and the reference screen at any time during the exam session (see below).



Click on the "Rules" tab to see the exam rules. Click on the "Instructions" tab to see instructions. Click on the Review/Index tab to enter the Review screen. Click on the "For Reference" tab for information that would be supplied to students as data pages or other reference material, where appropriate. Clicking on the Exam Questions tab will return you to the last screen that you were on in the exam. Clicking on any question will take you back to that question.

Special e-Exam Features (*available on selected exams*)

Open-Ended Response Text Formatting	For questions that contain open-ended, or typed responses, the student has the capability to indent their response, or make space between words by use of the TAB key.
Spell Check (available for adjudicated exams)	Spell Check is available for adjudicated exams, and can be activated through the Adaptations Log-in screen (see page 6 above). To use the Spell Check feature, simply click on the Spell Check button to the right of the text response box. It will indicate any misspelled words, and provide options for correct spellings. Once you select the correct spelling, click the “Apply Changes” button to return to the exam Spell check is available for any exam in English that has a text-response box. It is currently not available for any French exams.
Word Count	Word Count is available on text response questions for the following exams: COM12, EN12, EFP12, FRALP12, FRAL12 and FRALP10
Virtual French Keyboard	For any exams that are offered in French, and contain open-ended, or typed responses, a virtual keyboard is available below the text response box to allow students to insert French, or accented characters into their response. Simply place the cursor where the accented character is to be located, and click on the letter on the keyboard to insert it.

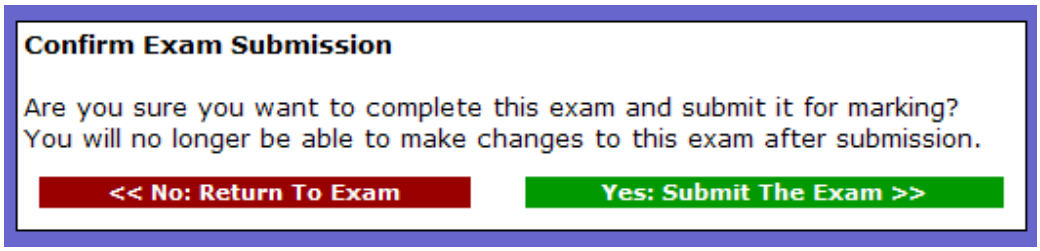


Students are encouraged to become familiar with the use of any special features through the use of sample exams, available at: http://www.bced.gov.bc.ca/exams/search/

How to Submit and Exit the e-Exam

Once a student is sure that they have completed their exam, they will click on the Submit button located Submit >> at the bottom right side of the Review screen.

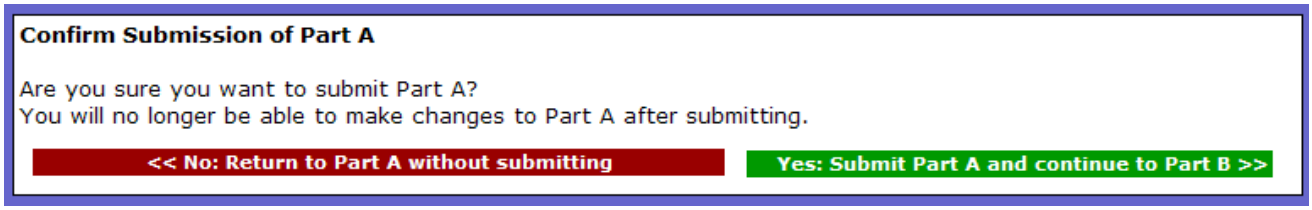
The system will then display following message:



The student may click the No button to return to the exam or click the Yes button to submit the exam.

When the examination is submitted a Confirmation Number will appear to confirm that the data from the session has been received.

For any exam that has more than one section (e.g. Apprenticeship and Workplace Math 10), there is an additional dialogue box that appears between the sections. Once a student has submitted a section, they will NOT be able to return to that section to change responses.



How to Use the e-Marking System (Grade 10/11 Only)

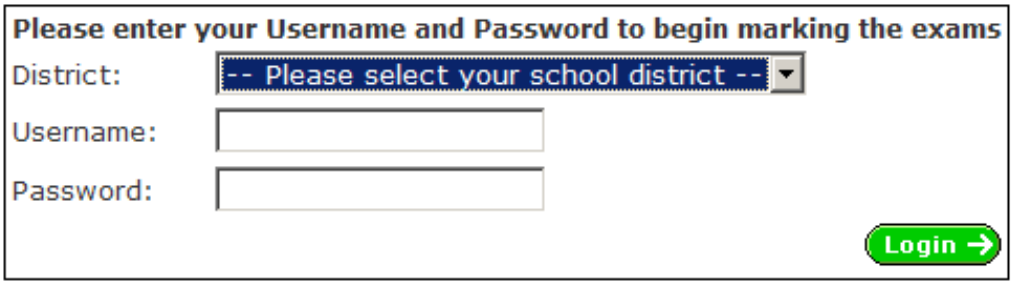
The Open-Response sections of the Grade 10 and 11 Required Graduation Program Examinations are to be marked locally.

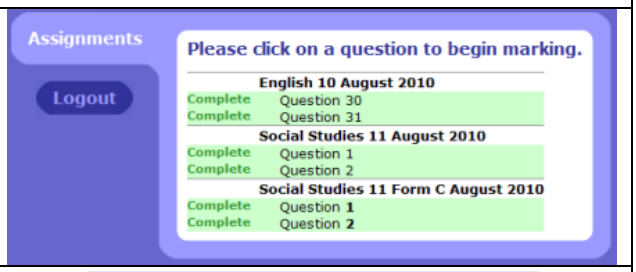
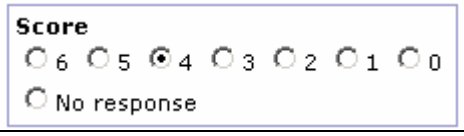
Administrators:

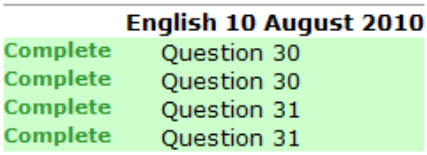
1. You will have received one username and password for one marker. If you need to have more than one marker, then please contact A. Willock Information Systems using the contact information on the front page of this manual to receive instructions on how to assign markers to questions.
2. Please feel free to print and photocopy this section for those responsible for on-line marking.

Markers:

Go to https://www.bced.gov.bc.ca/eassessment/marking_secure.htm



1. Select 'Marking Logon' under the Secure Exams title in the e-Exam tab.	
2. Select your District, and enter your username and password. The passwords are located at the school secure web under the *Examination Resource Set Materials Download* link, or from your school's exam supervisor.	
3. On the Assignments tab, select a question to mark.	 Assignments Logout Please click on a question to begin marking. English 10 August 2010 Complete Question 30 Complete Question 31 Social Studies 11 August 2010 Complete Question 1 Complete Question 2 Social Studies 11 Form C August 2010 Complete Question 1 Complete Question 2
4. Read each response, enter a score in the data field	
5. Use the navigation buttons to view the "Previous Un-scored Student", "Previous", "Next Student", and "Next Un-scored Student".	
6. The rubric button will display the written-response rubric.	
7. The marking materials button will display the scoring guides, including possible responses, links to sample response, etc.	
8. The Printer button will open a secondary screen that will allow you to print a "Details" report of the individual student responses, so you can read them on paper then enter the scores in to the marking system; or an "Index" report that will	

provide you with the scores you entered for each student.	
9. The system saves the score each time you go to the next question, and it will notify you once you have reached the end of the students, or once you have finished the last unmarked question. You should click on "Next Un-scored Student" and "Previous Un-scored Student" once before you go to the next written response question to be sure that you haven't missed any.	
10. Click on "Assignments" to return to the written response questions screen and select another question to mark (if required).Once you have completed marking all the students responses for a particular question, it will indicate "Complete" in green.	
11. Click on the "Save & Log Out" button to exit the marking system and save the final score entered.	

Please note: While marking questions, do not use the "X" in the top right corner (the web browser exit). The system will not recognize the "Exit" and will not save your last mark.

Technical Support Contact Information

A. Willock Information Systems
Toll Free: 1-866-558-5339
Email: support@awinfosys.com
Fax: 1-847-589-4277